

#### § 250.1516

fourth anniversary of the effective accreditation date. The training organization must state the changes (additions and deletions) to the last approved training curriculum and plan.

#### § 250.1516 What information must a training organization submit to MMS?

(a) Two copies of the detailed plan that includes the:

- (1) Curriculum;
- (2) Names and credentials of the instructors;
- (3) Mailing and street address of the training facility and the location of the records;
- (4) Location for the simulator and lecture areas and how the training organization separates the areas;
- (5) Presentation methods (video, lecture, film, etc.);
- (6) Percentage of time for each presentation method;
- (7) Testing procedures and a sample test; and
- (8) List of any portions of the course that cover the subsea training option instead of the surface training option.

(b) Two copies of the training manual.

(c) A cross-reference that relates the requirements of this subpart to the elements in the program.

(d) A copy of the handouts.

(e) A copy of the training certificate that includes the following:

- (1) Candidate's full name;
- (2) Candidate's social security number,
- (3) Name of the training school;
- (4) Course name (e.g., basic WS well-control course);
- (5) Option (surface or subsea);
- (6) Training completion date;
- (7) Job classification (e.g., drilling supervisor); and
- (8) Certificate expiration date.

(f) Course outlines identified by:

- (1) Name (e.g., "WS well-control course");
  - (2) Type (basic or advanced); and
  - (3) Option (surface or subsea).
- (g) Time (hours per student) for the following:

- (1) Teaching;
- (2) Using the simulator (for well control);
- (3) Hands-on training (for production safety systems); and

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(4) Completing the test (written and simulator).

(h) Special instruction methods for students who respond poorly to conventional training (including oral assistance).

(i) Additional materials (for the advanced training option) such as advanced training techniques or case studies.

(j) Information on the 3-D simulator or test wells:

- (1) Capability for surface and/or subsea drilling well control, WO and completion training;
- (2) Capability to simulate lost circulation and secondary kicks; and
- (3) Types of kicks.

#### § 250.1517 What additional requirements must a training organization follow?

(a) The training organization must keep training records for each trainee for 5 years. For example, if a trainee completed a well-control course in 1996, the training organization may destroy the records at the end of the year 2001. The training organization must keep the following trainee record information:

(1) Daily attendance record including complete student sign-in sheet and makeup time;

(2) Written test and retest (including simulator test);

(3) Evaluation of the trainee's simulator test or retest;

(4) "Kill sheets" for simulator test or retest; and

(5) Copy of the trainee's certificate.

(b) Keep records of the training program for 5 years. The 5-year timeframe starts with the program approval date. For example, if a training program was accredited in 1995, at the end of the year 2000, the training organization may destroy the records for 1995. Keep the following training record information:

(1) Complete and current training program plan and a technical manual;

(2) A copy of each class roster; and

(3) Copies of schedules and schedule changes.

(c) Supply trainees with current copies of Government regulations on the training subject matter.